



**SCHOHARIE COUNTY DEPARTMENT OF  
PERSONNEL & CIVIL SERVICE**  
ANNOUNCES CIVIL SERVICE **PROMOTIONAL** EXAMINATION FOR  
**#70-518 ACCOUNTING SUPERVISOR (GRADE B)**  
*Starting Salary: \$46,012 (CSEA Grade 17)*

\*Application Fee – \$15.00

**LAST FILING DATE:**    **October 23, 2015**    **DATE OF EXAMINATION:**    **December 5, 2015**

***Eligible List:** The list resulting from this examination will be used to fill vacancies, as they occur in Schoharie County.*

**PROMOTIONAL QUALIFICATIONS:** Limited to employees permanent for 24 months in the position of Administrative Support II, Principal Account Clerk-Typist, Department Business Manager I, Junior Accountant, or Department Business Manager II.

**DISTINGUISHING FEATURES OF THE CLASS:** Work involves responsibility for independently directing a good sized staff engaged in performing record keeping, auditing and related tasks, requiring planning, organizing, systemizing and supervision. Work is performed under administrative direction of the Department Head or high level School Administration; it involves formulation of accounting procedures and participation in formulation of accounting and fiscal policy in the agency. Does related work as required.

**Use of calculators is RECOMMENDED**

***Subjects of examination:** A written test designed to evaluate knowledge, skills and/or abilities in the following areas:*

**1. Fundamentals of Account Keeping and Bookkeeping:** These questions test for a knowledge of basic principles and practices of account keeping and bookkeeping. The questions test for recognizing account keeping and bookkeeping terms, concepts and relationships; recording financial transactions; and solving elementary problems in account keeping and bookkeeping.

**2. Supervision:** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**3. Understanding and Interpreting Tabular Material:** These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

**4. Understanding and Interpreting Written Material:** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

*A guide for the Written Test for Higher Level Account Clerical Series is available at the NYS website:*

*[www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm). Candidates not having access to a computer or the internet may request a copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.*

**APPLICATION FEE WAIVED:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

*\*The required application fee is fifteen dollars, which may be in the form of a check/money order or cash and must accompany each application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Schoharie County Department of Personnel and include the examination number.*

Applications and exam announcements are available on our website at [www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov)

ISSUE DATE: 9/23/15

**SEE REVERSE SIDE**